



## ***Introduction***

In August 2007, the United States Department of Agriculture (USDA) began a phased transition to the LincPass – USDA's own Personal Identity Verification (PIV) card. This effort is part of the entire Federal Government's move toward compliance with the President's Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12.

## **Separation of Duties**

An integral part of HSPD-12 is the separation of duties, which ensures that no individual has the capability to issue a PIV credential without the cooperation of another authorized person. As a result, any person who requires a LincPass must go through several steps to obtain their LincPass. This LincPass process includes Sponsorship, Adjudication, Enrollment and Activation.

## **The Person Model Adjudicator Role**

As an Adjudicator, you will play an integral part in the process for non-Federal employees to enroll for a LincPass so they can access facilities and systems. The Adjudicator is the person who reviews the results of background investigations (BIs) and records the results in Person Model. Person Model is USDA's database for storing and maintaining personnel identity records. Person Model maintains a single identity record for each person, and tracks the history of each relationship the person has with USDA over time. Person Model feeds non-Federal employee information required for LincPass enrollment to USAccess, the General Services Administration (GSA) credentialing system. The Adjudicator may or may not be the person that actually provides a final BI determination. This document provides an overview of procedures for Person Model adjudication.

## ***Adjudication***

### ***Step 1: Process Start***

To be an Adjudicator in Person Model, you must:

1. **Have a Federal employee LincPass.**
2. **Complete USAccess Adjudicator training**  
To complete USAccess training, log on to the GoLearn Learning Management System at: <https://piv.golearnportal.org/>. To create an account, go to USAccess Role Holder On-line Training Course and enter your email address and the temporary password: 12345678. At the "First Time Registration" screen, complete all requested information, including selection of your agency from the list. Click Submit to create your account. Log in to the learning management system.
3. **Be designated as an Adjudicator in USAccess and obtain a USAccess login**  
Notify your designated supervisor after completing USAccess training.



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Supervisors should send requests for Adjudicator designation to the agency Role Administrator. Once designated in USAccess, Adjudicators will receive a USAccess login. Adjudicators must be designated in USAccess for records to process successfully from Person Model to USAccess.

4. **Complete the Person Model Adjudicator training and successfully pass the Adjudicator test with a score of 80% or better**

Person Model training materials is available in AgLearn. Contact your AgLearn administrator for more information. Person Model training is also available on the LincPass website at: <http://lincpass.usda.gov/training.html>.

5. **Obtain a Person Model login**

Complete a Person Model access request and submit to your supervisor. Supervisors should send completed access requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a Person Model User ID and password. Adjudicators must be designated in USAccess prior to adjudicating records in Person Model.

Follow your existing Agency process for initiating, processing and/or verifying BIs for non-Federal employees. The minimum requirement for HSPD-12 is a National Agency Check with (Written) Inquiries (NACI). To expedite card issuance, it is recommended that the Adjudicator enter results as they are returned. A LincPass may be issued with a successful fingerprint check while the full investigation (NACI or higher) is pending.

## ***Step 2: Adjudication in Person Model***

1. The Adjudicator receives a list of sponsored non-Federal employees from the Sponsor or Data Entry Personnel. Sponsors should follow the process outlined in the Person Model Sponsor Quick Start Guide for sponsorship procedures.
2. The Adjudicator logs in to Person Model at <https://usda.empowhr.gov/psp/hr/?Submit=I+AGREE+to+the+above>.
3. The Adjudicator enters adjudication results for each sponsored non-Federal employee.

## **Enrollment & Activation**

1. Upon sponsorship in Person Model, the non-Federal employee(s) will receive email notification(s) and instructions to schedule their enrollment.
2. The non-Federal employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
  - a. After enrollment and entry of a favorable fingerprint result in Person Model, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at HSPD-12 activation station, the non-Federal employee will receive email notification and instructions to schedule their card activation.
4. The non-Federal employee goes to the HSPD-12 activation station to activate their LincPass.
5. Process continues according to DM 4620-002 available at: [http://lincpass.usda.gov/ref\\_lincpass.html](http://lincpass.usda.gov/ref_lincpass.html).



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For more information on HSPD-12 at USDA, visit <http://lincpass.usda.gov/>.

**Contact the USDA HSPD-12 Help Desk:**

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: [USDAHSPD12help@dm.usda.gov](mailto:USDAHSPD12help@dm.usda.gov)

